

Process Servers, Court and Clerk's Office Information and Exchange Presentation

January 29, 2004

Minutes

Welcoming Remarks

- Michael K. Jeanes, Clerk of the Superior Court, welcomed the attendees and thanked them for their attendance. He encouraged the group to visit the Clerk's Website for Process Servers meeting information.
- Mr. Jeanes provided an update on the Clerk's EDMS endeavor and introduced Melanie K. Fay, Public Records Administrator for additional information about the Public Access Terminals located at the Customer Service Center.

Public Access to Electronic Documents

- Ms. Fay explained that users have the capability to view imaged documents at the Public Access Terminals located in the lobby of the lower level at the Customer Service Center (601 West Jackson). Users may send the documents desired to the "print queue" and then subsequently retrieve the copies (paying the applicable fee) from staff at the Customer Service counters.
- Mr. Jeanes advised that plans are underway to provide the same service at the Southeast Adult facility. Additionally, the same service is being planned for the Northeast facility (to open in mid-2005 – located at the southwest corner of 40th Street and Union Hills), however, due to space issues, we are unable to accommodate users at the Northwest site.
- On a similar topic, Mr. Jeanes was asked about Justice Courts' Records availability. He advised the Process Servers that he has no information regarding their records accessibility, but asked that they contact Brian Karth, Justice Court Administrator, or Deborah Hall, his Administrative staff member.

Training Opportunities Conducting iCIS Research - Update

- Maureen Ramroth, Manager of Administrative Planning, was introduced to provide an update on Researching in iCIS training for Process Servers. Ms. Ramroth thanked those individuals that participated in the planning of this project. The research function in iCIS has more flexibility than the prior ACS Docket and has an Advanced Search function that is a valuable tool for researching.
- Mary Horvath from JIS is currently working on a training module, based on input received from the Process Servers. After completion and approval by the Clerk, the module will be forwarded to the AOC (Administrative Offices of the Supreme Court) for compliance with Continuing Education criteria. After approval has been obtained, the plan is to make this training module available on both the AOC's and Clerk's Websites.
- Ms. Ramroth will keep the Process Servers apprised of progress.

Northwest Internal Depository - Update

- Lauri Thomas, Document Management Administrator, announced the opening of an Internal Document Depository Box at the Northwest facility on January 5, 2004. It is located on the east wall of the lobby area and is available from 8:00 a.m. to 5:00 p.m. An Internal Depository is being planned for the Northeast facility as well.

Judicial Rotations

- Bob James, Judicial Services Administrator, was introduced to make the presentation on Judicial Rotations for Phil Knox, Court Administrator. The majority of rotations are scheduled for June 2004. Approximately 20 Judicial Officers, specific assignments not yet identified, are scheduled to rotate at that time. Mr. James will make sure this information is posted to the Court's Website when it is available for distribution.
- Mr. James also announced the relocation of the Court's Administrative offices. Effective February 9th, the mail drops currently in use, located on the 4th Floor of the Central Court Building will be "closed" and Process Servers will be asked to deliver items to the specific Administrative Division as located:

Civil Court Administration	4 th Floor – Central Court Building (Scheduled to move to LL @ OCH – Date to be determined)
Criminal Court Administration	5 th Floor – East Court Building
Probate Court Administration	1 st Floor – Old Courthouse Building
Family Court Administration	6 th Floor – Central Court Building

- Mr. James was asked if a more efficient process for the “pick up” of return documents could be established. Mr. James advised that the process in place on the 7th Floor of the Central Court Building, where boxes have been set up in the lobby, is under review. Mr. James advised the Process Servers that he would raise this topic with Court Administrators and update them at a later date.

Fee Changes

- Gordon Mulleneaux, Associate Clerk of Financial Services, was introduced to present Fee Changes:
 1. Multiple Document Filing Fee – Effective November 1, 2003 – Maricopa County only. In all case types, an additional \$100.00 per party, document fee will be assessed with every 26th document filed in the case. Such as; the 26th document, the 51st document, the 76th document, etc. This does not apply to post decree filings.
 2. Lengthy Trial Jury Fee – Effective January 1, 2004 – State wide. An additional filing fee of \$15.00 on Civil Complaints, Answers and Motions to Intervene types is assessed to be directed to the AOC for purposes of paying jurors serving on lengthy trials.
 3. Complex Litigation Fee (Mandatory Electronic Filing) – Effective January 1, 2004 – Maricopa County only. An additional filing fee of \$500 per party is assessed for those cases identified as Complex Litigations, which entails the mandatory electronic filing of documents. There are currently 13 cases in the E-File pilot.
 4. Failure to Appear for Jury Duty – Effective November 1, 2003 – Maricopa County only. Fines of up to \$100.00 may be assessed to those individuals not appearing for jury duty, in compliance with ARS Title 21 - 334. On January 1, 2004, the upper limit of this fine becomes \$500.00. The Sheriff's Office provides Service on these Orders to Appear. Mr. James advised that the next date for these Hearings is February 6, 2004 at 1:30 p.m. in the Old Courthouse.
 5. Failure to Appear for Mediation – Effective March 1, 2004 – Maricopa County only. A fine of \$100.00 may be assessed to those parties that fail to appear for mediation of a dispute.

Affidavits of Service

- Mr. Jeanes discussed Civil Rule 10(d) (the Form of Pleadings) as it relates to Affidavit of Service documents. Hand outs were provided to show those forms “In Compliance” and “Not In Compliance” with the Rule. Too frequently these documents do not allow enough space or margin to accommodate the filing stamp. The lack of space renders the filed-in date illegible. Mr. Jeanes advised the Process Servers that the Office would work with them on this issue, but definite change needs to take place.
- Sheri Jaffe, Supervisor of Family Court Document Management, was introduced to discuss Orders of Protection documents. She provided hand outs and information on where to obtain the service forms for Orders of Protection and Injunctions Against Harassment. Packets are available at the Self Service Center (at Northwest) and the Family Violence Prevention Center (at Central Court and Southeast Adult). These are NCR forms, so they are not available on the Court's Website. In compliance with Supreme Court Administrative Order 2001-086, the forms adopted by the Arizona Judicial Council are mandatory use forms. The Process Servers raised the question regarding the use of a notary for their signature on the Affidavit of Service. Mr. James, who also serves on the State-wide Commission on Domestic Violence, explained that only the AOC can change the format of this form. He advised the group that he would take their comments to the Commission at their next meeting and contact the AOC. The Process Servers raised other issues about the Sheriff's Office needing a certified copy of the Order before they could serve the party. At Superior Court, the Clerk's Office provides the service copy to the Sheriff. These items are flagged as urgent and hand carried to the Sheriff's Office. The Process

Servers advised that the process at the Justice Courts varies from Superior Court. Mr. James will follow up with Brian Karth, Justice Court Administrator, on this matter.

Other Items

- Mr. Jeanes announced that the State Bar is seeking to modify Rule 45, which would allow all attorneys to issue their own subpoenas.
- He informed the group that there was information available about the upcoming Arizona Courts Association (ACA) conference where they would have the opportunity to obtain Continuing Education Credits.
- The Process Servers asked additional questions about the E-Filing pilot. Mr. Jeanes explained that in this pilot, Lexis Nexis is providing an application on their website for participating attorneys to file their documents electronically with the Clerk's Office.
- Mr. Jeanes reminded the Process Servers that they may email Lauri Thomas with any items they would like to place on the agenda for the April 13th meeting. (lthomas@cosc.maricopa.gov) And, they should check the Clerk's Website for additional information. (www.clerkofcourt.maricopa.gov or www.maricopa.gov/clkcourt)

The meeting was adjourned at 1:10 p.m.